



BURNING TREE
COUNTRY CLUB



DEPARTMENT: Food & Beverage

JOB TITLE: Banquet Manager

REPORTS TO: Events Coordinator

SUPERVISES: Banquet Staff

SCHEDULE: Full-time-40-50 hours/week. Days/times will vary based on the event schedule and will include weekends and holidays.

COMPENSATION: \$60-\$70,000

BENEFITS: Golf privileges, meals, medical (health, dental, and vision), 401k w/ employer match, end-of-year bonus, Employee Assistance Program, fitness membership, and education allowance to provide opportunities for professional development and growth within the association.

The Banquet/Catering Manager will work closely with the Events Director, guiding clients through the process so that the operation is set up for success and the client's expectations are exceeded. You will serve as the point of contact through each event in order to ensure successful food, beverage, & service. You should expect to be a presence during the events, serving as a liaison between the event's beneficiaries, Events Director, staff and kitchen. Great communication and timely information with the kitchen and management team is of the utmost importance.

Who you are:

- **You have experience executing events in their entirety.**
- **You live and breathe the exploration of food, wine, and exceptional service.**
- **As a manager of banquet and event staff you can motivate and inspire while delivering high quality service.**
- **You are a top-notch communicator.**
- **You take pride in taking ownership of your role, but also thrive as part of a team.**
- **You are detail oriented.**
- **You are creative and passionate about bringing new ideas that will improve the events department.**
- **You can manage your time efficiently and be on time.**

Who we are:

- **Burning Tree Country Club is, first and foremost, a private golf club that places high importance on the creation of an open and family oriented environment.**
- **The club was founded in 1962.**
- **Our amenities include an 18-hole golf course which has hosted US Open Qualifiers and Met PGA events, an 8-lane 25-meter pool with a diving well, Har-Tru tennis courts, a platform tennis complex, and multiple member and event dining options. We have active junior programs in golf, tennis and aquatics.**
- **We take pride in our daily ala carte service, as well as our first class events created by our Events & Banquets Team.**
- **Our Food & Beverage department includes various a la carte outlets (indoors and outdoors; i.e. The Grille Room, Founders Bar, Patio and Salons), catering to all members and guests needs according to established rules and etiquette.**

The Essentials

- Able to execute events in their entirety. Be the face and point of contact for events, from beginning to end, acting as the liaison between members, guests, vendors, events staff, agency staff, and chefs.
- Secure the staff for each event.
- Assist with finalizing labor and billing after events.
- Develop and motivate the Banquet Team while maintaining a very high level of quality.
- Conduct the pre-function meetings, along with the Events Coordinator.
- Manage the bar, labor, and supply costs for each event.
- Coordinate with the Events Coordinator, Clubhouse Manager, F&B Director, and Assistant General Manager and other department heads on member events (golf, tennis, and social events).
- Serve as opening or closing Club manager and/or Manager on Duty (MOD) with approval based on the nature of events being held.
- Overseeing banquet inventory, such as linen, glassware, china, decor, and cutlery. Order linens and rent catering equipment as needed.
- As time permits, assist in overseeing the dining areas and making contact with members at dinner time.

The Expectations

- Excellent time-management and administrative skills, including Microsoft applications and preferably knowledge of Jonas or other event planning software.
- An excellent communicator, friendly, empathetic and thorough in verbal and written exchanges.
- A positive attitude, friendly and outgoing personality, and strong beliefs in the importance of teamwork.
- Commitment to quality and sense of urgency.
- Ability to foster an environment of continuous improvement.
- The ability to drive results through people and processes.
- The ability to handle pressure and maintain composure and professionalism at all times
- Exert positive energy and friendly courteous demeanor in all interactions with members and staff.
- Present a professional business appearance at all times.
- Working flexible work weeks based on Club needs and business levels.

The Standards

- Bachelor's Degree in hospitality management or culinary program (preferred).
- Minimum 3 years' experience in Food and Beverage Management in various positions within the luxury hospitality Industry (Club, resort, or hotel).
- A proven track record in banquets and catering, especially in event execution, in a country club or similar high-volume, high-quality organization.
- Experience developing employees, including a verifiable track record of promoting teamwork and developing potential in employees.
- Extensive food and beverage knowledge including but not limited to production technique, wines and liquors.
- Strong proficiency in Microsoft Word, Excel, Outlook, and Power Point.
- Event or Club software experience, such as Jonas.
- Excellent organizational, communication and scheduling skills.
- Solid strategic, operational knowledge and financial acumen.
- Strong verbal and written skills to manage all business communications using proper etiquette.
- Friendly, courteous, customer focused demeanor at all times.
- Outgoing, warm, caring attitude.
- Able to move fast and multi-task in a fast-paced environment.
- Frequent standing for extended periods of time.
- Frequent walking to collect or deliver goods in various indoor and outdoor locations of the Club.
- Regular lifting and moving of boxes, materials up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Application can be made by email only. Please email a resume and cover letter to hparson@burningtreec.org. No phone calls or walk-ins accepted.